

July 1, 2013 8:30 A.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY OFFICE COMPLEX – COMMISSIONERS’ ROOM

MINUTES

COMMISSIONERS PRESENT:

Frank Emory, Chairman
Mike Haddock, Vice-Chairman
Sondra Ipock-Riggs, Commissioner
Joe Wiggins, Commissioner
Zack Koonce, III, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Jimmie B. Hicks, County Attorney
Jennifer King, Clerk to the Board
Melissa Moore-Freeman, Finance Officer

The Chairman called the meeting to order and gave the invocation. A **MOTION** was made by Joe Wiggins, seconded by Zack Koonce, and unanimously carried **THAT** the agenda be approved with the following addition:

5. COMFORT LIBRARY

6. CLOSED SESSION

MOTION made by Joe Wiggins, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the minutes of June 17, 2013, Regular Minutes, June 17, 2013, Special Meeting Minutes, and the 2013-2014 Budget Minutes be approved.

PUBLIC COMMENT PERIOD:

Jerol Bryant, Trenton resident, informed the board that the bathroom handle was broken at the recreation building by the school and the compressor is not working as well. Mr. Bryant wanted to know who was responsible for the repairs. Franky Howard, County Manager explained that the county could fix the handle but the school would be responsible for the compressor.

1. TOWNSHIP 7 FIRE DEPARTMENT CONTRACT

MOTION made by Joe Wiggins, seconded by Sondra Ipock-Riggs and unanimously carried **THAT** the Township 7 Fire Department Contract be approved as presented, a copy of which is marked Exhibit A and is hereby incorporated by reference and made a part of these minutes.

2. INTERNAL CONTROL POLICY #5 - DRESS CODE

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** Internal Control Policy #5 be approved as presented. A copy of the policy is marked Exhibit B and is hereby incorporated by reference and made a part of these minutes.

3. JONES COUNTY LAND USE PLAN

MOTION made by Mike Haddock, seconded by Zack Koonce, and unanimously carried **THAT** the Jones County Land Use Plan be approved as presented, a copy of which is

marked Exhibit C and is hereby incorporated by reference and made a part of these minutes.

4. ALLIES FOR CHERRY POINT'S TOMORROW - FUNDING

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and carried **THAT** Jones County agrees to fund Allies for Cherry Point's Tomorrow in the amount of \$1,000 (\$250 more than usual) if ACT agrees for Jones County to have board representation on the ACT board. The board will require this agreement in writing prior to payment being issued. Joe Wiggins **OPPOSED**.

5. COMFORT LIBRARY

Tammy Melton, Comfort resident, spoke to the board concerning issues with Comfort Library. They are having maintenance type issues with lights, flooring, and air conditioning. Ms. Melton also stated that Mrs. Agnes Ho, Director of Neuse Regional Libraries requires Comfort to fund an additional \$150 each month to keep the librarian at Comfort Library. Ms. Melton would like to know where the \$150 is going each month. Sondra Ipock-Riggs suggested the county speak with Craven and Pamlico about the possibility of moving the library program. It was the board consensus to send a letter to the Neuse Regional Library Board requesting a joint meeting. **MOTION** made by Joe Wiggins, seconded by Zack Koonce, and unanimously carried **THAT** a letter be issued to Neuse Regional library requesting a joint meeting with the board and Ms. Agnes Ho to discuss Jones County public libraries.

6. CLOSED SESSION UNDER NCGS 143-318.11(a)(3)

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and carried **THAT** the Board go into Closed Session under NCGS 143-318.11Z(a)(3).

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and carried **THAT** the Board go out of Closed Session.

PUBLIC COMMENT PERIOD:

Tammy Melton expressed concerns over the school board suing the county. Ms. Melton stated that if it is for the children she is usually in favor but if the school board has nearly a million dollars in reserves then they should not be suing the county for more money. Sondra Ipock-Riggs asked the attorney if the school is required to keep a certain amount of funds in fund balance, like the county, and Mr. Hicks explained that they are not required to keep any amount in fund balance.

COUNTY MANAGER'S REPORT

None.

COMMISSIONER'S REPORTS

None.

MOTION made by Joe Wiggins, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the meeting be adjourned at 9:30 a.m.

Frank Emory
Chairman

Jennifer King
Clerk to the Board

EXHIBIT A

NORTH CAROLINA

JONES COUNTY

AGREEMENT

This agreement, effective this 1st day of July 2013 by Jones County, a body politic and corporate, hereinafter called "County" and the Number 7 Township Fire & Rescue Department of Craven County, NC hereinafter called the "Fire Department, a non-profit corporation.

WITNESSETH

That for and in consideration of the mutual covenants hereinafter contained, pursuant to authority granted by G.S. § 160A-293 and G.S. § 153A-305, Number 7 Township Fire & Rescue Department of Craven County, NC and the County of Jones do hereby covenant and agree as follows:

1. The Fire Department will furnish fire protection to the Rock Creek District, which protection shall include, but not limited to the use of fire trucks, pumps, hose and all other equipment;
2. This agreement shall begin on 1 July 2013 and continue until midnight on 30 June 2014
3. Jones County will pay a monthly amount equal to the taxes collected each month to Fire Department for fire protection service to be derived from taxes collected within the said Rock Creek District and from other revenues that are available to the Fire Department;
4. The Fire Department shall keep in effect a policy of errors and omissions insurance for each member of the Department which holds the county harmless for any errors and omissions;
5. Jones County hereby releases the Fire Department and the Fire Department hereby releases Jones County to the extent of their respective insurance coverage, from any liability or loss or damage caused by fire or any of the extended coverage casualties included in their respective insurance policies, even if such fire or other casualty should be brought about by the fault or negligence of the other party, or such party's agents or employees;
6. The Fire Department will complete and submit to the Fire Marshall within three (3) days after a fire within Jones County, the required fire incident report as required by sections 61-1 and 143A-52 of the General Statutes of the State of North Carolina;
7. If either party wishes to be separated from this agreement then they would need to notify the other party in writing stating the reasons and this letter has to be submitted at least 90 days before 30 June of each year.

IN WITNESS WHEREOF, Jones County has caused this agreement to be signed by the Chairman, and attested by the Clerk to the Board of Commissioners of Jones County, and

its official seal to be hereto affixed, all by the authority of said Board duly given, and said Fire Department has caused this agreement to be signed by the President and attested by the Secretary of the said Fire Department, all by the authority of the Department duly given, no later than this the day and year first written.

JONES COUNTY

DATE: _____

BY: _____
CHAIRMAN, BOARD OF COMMISSIONERS

ATTEST:

CLERK TO THE BOARD OF COMMISSIONERS

NUMBER 7 TOWNSHIP FIRE AND
RESCUE DEPARTMENT OF
CRAVEN COUNTY, NC

DATE: 6-3-2013

BY: [Signature]
PRESIDENT

ATTEST:

[Signature]
SECRETARY, NUMBER 7 TOWNSHIP FIRE
AND RESCUE DEPARTMENT OF
CRAVEN COUNTY, NC

(SEAL)

Provision for payment of this instrument has been approved as
required by the Local Government Budget and Fiscal Control Act.

BY: _____
JONES COUNTY FINANCE OFFICER

EXHIBIT B**BOARD OF COUNTY
COMMISSIONERS**

FRANK EMORY, Chairman
8466 Hwy 41 West
Richlands, NC 28574

MIKE HADDOCK, Vice Chairman
2314 Wyse Fork Rd.
Trenton, NC 28585

SONDRA IPOCK RIGGS
862 Riggstown Rd.
Pollocksville, NC 28573

JOSEPH F. WIGGINS
641 Richlands Road
Trenton, NC 28585

ZACK KOONCE
1539 Ten Mile Fork Road
Trenton, NC 28585



POST OFFICE BOX 340
TRENTON, NORTH CAROLINA 28585
(252) 448-7571 FAX (252) 448-1072

COUNTY MANAGER

FRANKY J. HOWARD
P.O. Box 340
Trenton, NC 28585

COUNTY ATTORNEY

JIMMIE B. HICKS
P.O. Drawer 889
New Bern, NC 28563

CLERK TO THE BOARD

JENNIFER KING
P.O. Box 340
Trenton, NC 28585

WEBSITE:

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jonescounty@jonescountync.gov

Internal Control

Policy Number: 5

**JONES COUNTY
DRESS CODE****1. PURPOSE:**

The objective of this County Contracts Policy is to ensure all Jones County employees portray a positive impression on the citizens and clients we serve. This is a general dress code for office employees. Field employees have their own, department specific, dress code.

2. AUTHORITY:

The Jones County Board of Commissioners.

3. APPLICATION:

The regulations and procedures outlined in this policy statement are to apply to all County Departments.

4. RESPONSIBILITY:

It is the responsibility of the Department Head to ensure this policy is enforced.

5. POLICY:

Jones County expects **Business Casual** attire to be worn during regular working hours. ***Business Casual is one step down from traditional suit and tie policies.*** Employees are expected to dress professionally and to represent the agency in a positive manner

Your choice of clothing should portray a professional image – this means that neatness and good taste in appearance is required for all employees regardless of work area. As we all work with customers to some degree, not only is it vital that our clothing reflect well upon the agency, but we should be setting the example of good work ethic for the populations we serve.

Because no dress code can ever cover all contingencies, employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you are not certain if an item is

acceptable as business casual, you may want to choose something else. We expect all staff to comply with the dress code policy and to use this privilege responsibly.

Dress-Down Day will be observed Fridays only.

It is the expectation of Management staff that Supervisors will address unacceptable attire with employees. For employees dressing inappropriately, Management staff or Supervisors will be allowed to ask that individual to use their vacation time to go home and change clothes.

NEVER ACCEPTABLE (Non-Professional Attire):

- ✦ Sheer, see-through, low-cut clothing
- ✦ Spandex / Excessively tight clothing
- ✦ Backless dresses, sun dresses, dresses with spaghetti straps
- ✦ Halter / crop / midriff / tube / off-the-shoulder tops
- ✦ Maxi dresses should be worn with a jacket or sweater
- ✦ Excessively short skirts (especially no mini-, micro-mini, or scooter skirts)
- ✦ Shorts or Skorts
- ✦ Any type of pants that stop above the knee
- ✦ Biker Shorts / Leggings
- ✦ Flip-Flops with plastic or rubber bottoms, Crocs, Water shoes, Slides
- ✦ Tops with unprofessional / distasteful wording, pictures, slogans, etc
- ✦ Over-sized T-shirts / Sports Jerseys
- ✦ Sweat suits, wind suits, jogging suits
- ✦ Hip hugger / low-rise pants that reveal undergarments
- ✦ Bibbed overalls
- ✦ Tank tops worn without jackets/coats/sweaters, etc

ACCEPTABLE ON DRESS DOWN DAY ONLY (Fridays):

- ✦ Sweatshirts
- ✦ Tennis shoes (if wearing tennis shoes on a daily basis is required due to an injury, a doctor's note must be provided to the supervisor)
- ✦ T-Shirts (no unprofessional, distasteful, political wording, pictures, slogans)
- ✦ Jeans

EXHIBIT C

JONES COUNTY LAND USE PLAN

**2013-2033
Adopted July 1, 2013**